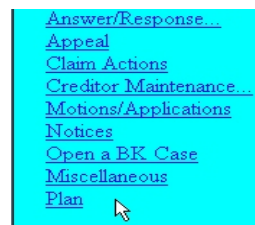
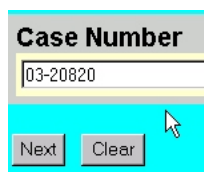


Filing Conversion Schedules.

STEP 1 Click the **Bankruptcy** hyperlink on the *CM/ECF Main Menu* then click on **Miscellaneous**.



STEP 2 The **Case Number** screen displays.



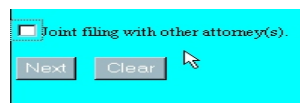
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document being filed** screen displays.



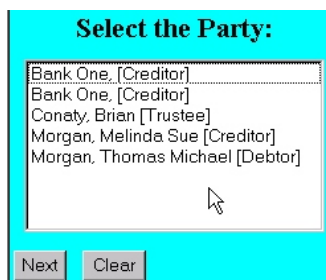
- ◆ Scroll down the options and highlight **Amended Conversion Schedules**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



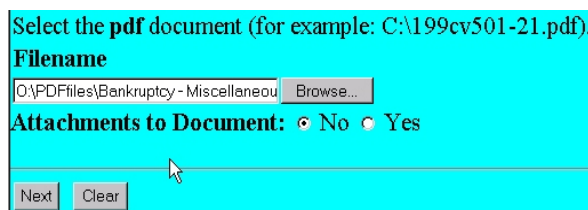
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



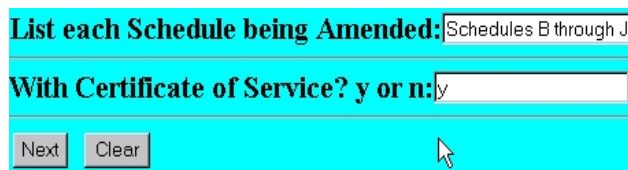
- ◆ Click on the Debtor(s) name, then click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



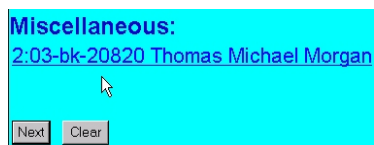
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

STEP 7 The **Amendment Information** screen displays.



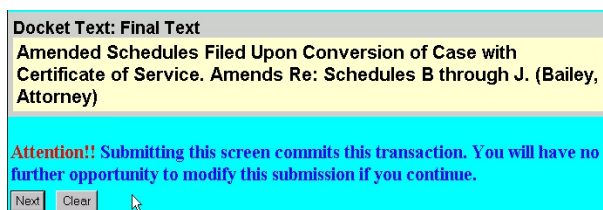
- ◆ Type the name of each schedule amended, (e.g., Schedules A, B, C, D, E, F, G, H, I, J, K, Statement of Affairs, etc.).
- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 8 A **Verification** screen displays.



- ◆ Verify the Case Name and Case Number.
- ◆ Click **Next** to continue.

STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Brower's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

